



## RECORDS RETENTION AND DISPOSITION SCHEDULE

### Natural Resources, Department of. Administrative Support Services Division.

Agency: Administrative Support Services Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	83-529	<b>OFF-ROAD VEHICLE REGISTRATIONS</b> A file consists of the three (3) year registration of all off-road vehicles, including snowmobiles. The file also includes corrections, cancellations and duplicate decal applications. Fees are required in accordance with IC 14-16-1-9. Retention based on IC 34-11-2-6.	TRANSFER to the RECORDS CENTER after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Six (6) years after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.